

the prospectus

1995 / 1996



HIGHBURY
COLLEGE

our commitment is to your achievement.

WELCOME TO Highbury

If you are reading this prospectus, it probably means that you are trying to choose a Further Education course. This decision about which course to take can be very difficult and we hope that this booklet will help you.

We have done our best to make it 'user friendly' but we quite understand if you still need some help. If you do, why not come into College and talk to one of our staff?

You will find that the staff at Highbury are keen to help you to choose the course which is best suited to YOUR needs. To get this kind of help, all you need to do is to call at the Reception Desk or to telephone us on (0705) 383131 to make an appointment.

You will soon discover that the College has a fine reputation for its wide range of courses which are available to any individual regardless of age, ethnic background, special learning needs, disability, gender or first language.

Most of our courses are vocational which means that they are designed to lead on to satisfying careers in industry and commerce. Many of them may also be regarded as a foundation for studies in Higher Education institutions.

To ensure that the courses are relevant and of high quality, we enjoy excellent relationships with industry, commerce, the local community and Higher Education institutions.

Naturally we are also committed to Europe and to the development of wider international links. To this end, some of our courses are specially designed to help students secure employment abroad.

Highbury College has a lot to offer and we hope that you like what you see in this full-time course guide. However, if you are more interested in part-time rather than full-time study there are part-time course guides, and these may be obtained either by calling in at the College or by ringing us so that we can post one to you.

Whatever you decide to do, I wish you every success in your endeavours.

J Penketh, *Acting Principal*

(This guide contains as much information as we can reasonably get into a limited space and is issued without prejudice to the right of the College to make any modifications to courses where necessary.)

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BUSINESS & FINANCE

BTEC HIGHER
NATIONAL DIPLOMA

TWO YEARS

CONTACT

Mary Banfield
Telephone: 283357

This course offers students a broad based, degree equivalent qualification in Business and Finance.

The course follows on from the BTEC National Qualification to enable those students to further their studies, or is available to students directly who are over 18 years old with at least 1 GCE 'A' level and 3 other GCSE's or GCE 'O' levels.

Applications from mature students without formal qualifications over the age of 21 years with business experience are welcomed.

COURSE CONTENT

Core Units covering basic Business, Economic, Financial and Management Concepts.

In addition students must take 8 option units from a range including: Small Business, Travel and Tourism, French, Consumer Law etc.

BUSINESS

GNVQ INTERMEDIATE

ONE YEAR

CONTACT

Wendy Chuter
Telephone: 283357

This course is designed to help students develop a range of personal, job specific business skills. With a better knowledge and understanding of the business world, students are equipped to compete in the job market. Upon satisfactory completion of the course many students choose to develop their business skills by starting a GNVQ Advanced in Business.

ADMISSION REQUIREMENTS

No formal entry requirements exist, but applicants should be able to demonstrate a good standard of general education. All applicants will be invited for interview to discuss their personal and career objectives and to assess their suitability for the course.

COURSE CONTENT

Mandatory Units: Business Organisations and Employment, People in Business Organisations, Financial Transactions, Consumers and Customers.

Option Units: Students will choose two from: Information for Business in Europe, Operating Administrative Systems, Selling or Financial Recording.

Further options will be available in the future.

In addition students will study core skills in numeracy, communication and information technology.

BUSINESS

GNVQ ADVANCED

TWO YEARS

CONTACT

Wendy Chuter
Telephone: 283357

This course offers students a broad-based education in business and finance. On completion of the course, students can pursue a variety of careers in business and public administration or develop their business skills by starting a Higher National Diploma, degree course or by studying for a professional qualification.

ADMISSION REQUIREMENTS

Although there are no formal entry requirements, students will be interviewed to assess their suitability for the course. It is envisaged that the course would be most suitable for students who have obtained either:

- 4 GCSE passes at Grade C or above *or*
- GNVQ Intermediate *or*

Relevant experience in the case of mature students.

COURSE CONTENT

Mandatory Units: Business in the Economy, Employment in the Market Economy, Financial Transactions and Monitoring, Business Systems, Marketing, Business Planning, Human Resources and Financial Resources.

Options: Students will choose a minimum of 4 from Languages, Business Law, Financial Services, Financial Planning and Monitoring, Production Design, Business Within Europe, Behaviour at Work.

Further options will be available in the future.

In addition students will study core skills in numeracy, communication and information technology.

Students will also have the opportunity to study for an 'A' level in lieu of option units.

BUSINESS STUDIES, ECONOMICS, ACCOUNTING, LAW

AEB 'A' LEVELS

ONE YEAR OR TWO YEAR
PROGRAMMES AVAILABLE

CONTACT

John Swallow
Telephone: 283223

ADMISSION REQUIREMENTS

No formal entry is required but a GCSE standard of education or relevant work experience would be an advantage

PRIVATE & EXECUTIVE SECRETARY'S DIPLOMA

ONE YEAR,

POST DEGREE SECRETARIAL/ PERSONAL

ASSISTANT QUALIFICATION

CONTACT

Shelia Mutch
Telephone: 283208

This course provides students with a high level of administrative/secretarial training. The PESD is recognised as the highest secretarial qualification available. Holders contend for the top secretarial award 'Secretary of the Year'.

Students will be trained for careers as private secretaries and personal assistants at senior management level by acquiring a good knowledge of business practice and management techniques.

ADMISSION REQUIREMENTS

Applicants should ideally hold:

- 1 A level *or*
- equivalent GNVQ units (6) *or*
- BTEC National Diploma *or*
- NVQ Level 3 *or*
- equivalent experience/ qualifications

COURSE CONTENT

Modules in:

Management Appreciation	Communication – Transcription
Communication – English	Communication – Meetings
Secretarial Administration	Interview Techniques
Shorthand	

Students will use the latest technology throughout their studies and gain work shadowing experience at senior secretarial level. Additionally, the college offers opportunities to gain related qualifications, for example in word-processing. Information Technology is integrated throughout; the Core Skills Units in IT form part of the programme. Tutorial support is integral to the programme.

There will be an opportunity to participate in the College's recreational activities programmes, or develop/improve language skills if required.

BUSINESS ADMINISTRATION

PRELIMINARY
CERTIFICATE

NVQ FOUNDATION
PROGRAMME

ONE YEAR

CONTACT

Jan Chatfield
Telephone: 283341

This programme is for students who wish to take the first steps in obtaining the foundation skills required to obtain a vocational qualification in business administration.

From this foundation it will be possible to progress through level 1 NVQ in Business Administration which covers all the introductory office skills (like answering the telephone, using filing systems, filling in stock requisitions etc) required in junior clerical and administrative positions in the work place. After completion of the foundation programme

students may opt either to continue progression through the NVQ framework to higher levels or apply for junior positions of a clerical nature. Applicants who have experienced difficulties with learning should benefit from the course structure.

ADMISSION REQUIREMENTS

No formal admission conditions exist; all applicants will be invited for interview to discuss personal and career objectives and to enable the College to assess suitability for the course. Individual student programmes will be negotiated.

COURSE CONTENT

The Preliminary Certificate is broken down into units including areas such as:

Liaising with callers and colleagues, Reception, Stock, Communicating Information, Telecommunications and Data Transmission, Information Technology. Basic skills of Communication, Information Technology and Application of Number are integrated throughout.

Students will also have the opportunity to gain GCSEs, develop language skills or participate in the College's recreational activities programme if required.

BUSINESS ADMINISTRATION

**BTEC NVQ LEVEL 1
with option for GCSEs
or equivalent Units.**

ONE YEAR

CONTACT

Jane Booth
Telephone: 283341

This course offers students the opportunity to acquire a nationally recognised vocational qualification in administration. Course content includes skills and knowledge essential to work in a business administration environment; secretarial knowledge and skills and relevant Core Skills. Students also have the opportunity to enhance academic qualifications by gaining GCSEs or equivalent units.

On completion of the course, students may decide to develop their vocational skills by progressing within the NVQ framework to Level 2, or to seek employment in junior clerical or administrative positions.

ADMISSION REQUIREMENTS

No formal admission conditions exist. All applicants will be invited to an interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course. Credit will be given for previously acquired knowledge. Individual student programmes will be negotiated.

COURSE CONTENT

A variety of units will be covered and office skills developed in the areas of Word Processing, Information Technology, Text Processing (Audio Transcription), Office Practice, and the Core Skills of Application of Number, IT and Communications.

During the programme students will have an opportunity to improve or gain GCSEs, to participate in the College's recreational activities and to gain or develop language skills.

BUSINESS ADMINISTRATION

**BTEC NVQ LEVEL 2
with GNVQ UNITS**

TWO YEARS

CONTACT

Jane Booth
Telephone: 283341

This course offers students the opportunity to acquire a nationally recognised vocational qualification as an administrative assistant in business; to acquire secretarial knowledge and skills; and to enhance academic qualifications by gaining GNVQ units equating to GCSEs.

On completion of the course, students may decide to develop their vocational skills by progressing within the NVQ framework, or to seek employment as a clerical assistant, trainee secretary. NVQ Level 2 equates to 4 GCSEs. 6 GNVQ Units equates to 4 GCSEs.

ADMISSION REQUIREMENTS

No formal admission conditions exist, but applicants are likely to have a minimum of 2 GCSE passes at Grade C, GNVQ units, or equivalent qualifications. All applicants will be invited to an interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course. Credit will be given for previously acquired knowledge. Individual student programmes will be negotiated.

COURSE CONTENT

A variety of units will be covered and office skills developed in the areas of Word Processing, Information Technology, Text Processing (Audio Transcription), Office Practice, and the Core Skills of Application of Number, IT and Communications.

GNVQ units: Contributing to an Event, People in Business

Organisations, Consumers and Customers, Business Organisations and Employment, Financial Transactions and Operating Admin Systems.

During the programme students will have an opportunity to improve or gain GCSEs, to participate in the College's recreational activities and to gain or develop language skills.

BUSINESS ADMINISTRATION

**BTEC NVQ LEVEL 2
with option for GCSEs
or equivalent Units.**

ONE YEAR

CONTACT

Jane Booth
Telephone: 283341

This course offers students the opportunity to acquire a nationally recognised vocational qualification in administration; to acquire secretarial knowledge and skills; relevant core skills; and to enhance academic qualifications by gaining GCSEs or equivalent units. NVQ Level 2 equates to 4 GCSEs.

On completion of the course, students may decide to develop their vocational skills by progressing within the NVQ framework, or they may opt to seek employment as a clerical assistant, or trainee secretary. Additionally, there is the opportunity to gain core skills qualifications and GNVQ units (6 GNVQ units equate to 4GCSEs).

ADMISSION REQUIREMENTS

No formal admission conditions exist, but applicants are likely to have a minimum of 2 GCSE passes at Grade C, Foundation GNVQ units, NVQ Level 1, or equivalent qualifications.

All applicants will be invited to an interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course. Credit will be given for previously acquired knowledge. Individual student programmes will be negotiated.

COURSE CONTENT

A variety of units will be covered and office skills developed in the areas of Word Processing, Information Technology, Text Processing (Audio Transcription), Office Practice, and the Core Skills of Application of Number, IT and Communications.

During the programme students will have an opportunity to improve or gain GCSEs, to participate in the College's recreational activities and to gain or develop language skills.

BUSINESS ADMINISTRATION

**NVQ LEVEL 2/3 –
ADMINISTRATION
/SECRETARIAL**

ONE YEAR - INTENSIVE STUDY

CONTACT

Diana Swindells
Telephone: 283208

This intensive course provides students with vocationally recognised skills and knowledge of business practice and is especially suited to those who wish to work as secretaries or administrators to middle management level or those keen to update and improve existing skills in order to secure employment.

NVQ 2 equates to 4 GCSEs;
NVQ 3 equates to 2 'A' levels.

ADMISSION REQUIREMENTS

Applicants will usually be mature students with existing office skills or previous work experience. All applicants will be invited to interview to discuss personal and career objectives and to enable the College to assess suitability for the course. Credit will be given for prior experience and/or knowledge gained.

COURSE CONTENT

Demonstration of competence towards the NVQ Diplomas, with opportunities to acquire or improve office skills in Word Processing, Information Technology, Office Technology, Secretarial Duties, Integrated Office Practice, Business and Communications.

Students will also have the opportunity to gain GCSEs, develop language skills or participate in the College's recreational activities programme if required. Individual student programmes will be negotiated.

BUSINESS ADMINISTRATION

**BTEC NVQ LEVEL 3
with A LEVEL
EQUIVALENT UNITS**

TWO YEARS

CONTACT
Pauline Willson
Telephone: 283208

This course is designed to develop vocational skills in a broad range of office related tasks carried out by administrators, secretaries or supervisors. On completion of the course students will be qualified to proceed within the NVQ framework, to commence HE programmes or seek employment as an administrator/secretary at middle management level.

NVQ 3 contains some supervisory elements and equates to 2 'A' levels. There is also the opportunity to gain GNVQ units, each equating to one sixth of an 'A' level.

An opportunity is also given to take 'A' levels.

ADMISSION REQUIREMENTS

No formal admission conditions exist, but applicants are likely to have a minimum of 3 GCSE passes at Grade C or above, equivalent NVQs or GNVQs, or other equivalent qualifications. Credit will be given for prior achievement and learning.

All applicants will be invited to interview to discuss personal and career objectives and to enable the College to assess suitability for this particular course.

COURSE CONTENT

Core skills in Communication, Information Technology and Application of Number are integrated throughout. NVQ 3 units will require demonstration of competence in Business, Administrative Support, Office Systems, Financial Record Keeping, Computer Applications, and Background to Business. GNVQ 3 units will be in Business Systems, Financial Transactions, Human Resources, Planning Events and European Studies. Vocational Qualifications may be acquired in Word Processing, IT, Audio-transcription (using computers) and Shorthand.

There will be the opportunity to participate in the College's recreational activities or develop or improve language skills if required. In the first year students may wish to improve upon or gain GCSE qualifications. Individual student programmes will be negotiated.

HOSPITALITY STUDIES, HOTEL RECEPTION, FRONT OFFICE

**GNVQ INTERMEDIATE
HOSPITALITY STUDIES
HOTEL RECEPTION +**

**NVQ FRONT OFFICE
LEVEL 2/3** (Sponsored by
Hilton Hotels)

**ONE YEAR PLUS SIX MONTHS
INDUSTRIAL PLACEMENT**

CONTACT
Richard Moore
Telephone: 283322

This course is designed for students who wish to pursue careers in Hotel accommodation and reception areas. On successful completion of the course students will be able to seek junior posts in hotels which can lead to management opportunities in rooms division, financial control or sales and marketing.

ADMISSION REQUIREMENTS

Applicants should have completed a U.K. secondary education. Applicants will be invited to attend interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course.

COURSE CONTENT

Front Office and Accommodation Operations, Customer Services, Investigating the Hotel and Catering Industry. Costing and Budgeting, Reception/Office Skills, Information Processing, Typewriting, Food and Drink Systems, Promoting Products and Services. Practical 6 months work experience in co-operation with Hilton Hotels leading to further NVQ qualifications.

HOSPITALITY & CATERING

GNVQ INTERMEDIATE

ONE YEAR

CONTACT
Glynnis Hiles
Telephone: 283259

This course is designed to help students develop a basic understanding of the skills and context of the hospitality and catering industry whilst developing their own personal skills. Many students continue on to GNVQ Advanced in Hospitality and Catering.

ADMISSION REQUIREMENTS

No formal admission conditions exist. All applicants will be invited for interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course. Credit will be given for all qualifications held.

COURSE CONTENT

Mandatory Units: Investigating the Hospitality and Catering Industry, Front Office and Accommodation Operations, Food and Drink Systems, Customer Services in Hospitality and Catering, Costing and Budgeting, Promoting the Products and Services of the Hospitality and Catering Industry or Nutrition and Healthy Eating

HOSPITALITY & CATERING

GNVQ ADVANCED

TWO YEARS

CONTACT
Glynnis Hiles
Telephone: 283259

This course offers students a broad-based education in preparation for a career in the hospitality and catering industry. On completion of the course students can seek employment in one of the various sectors of the industry or progress to a Higher National Diploma or degree programme.

ADMISSION REQUIREMENTS

No formal admission conditions exist. All candidates will be invited for interview to discuss the course content and their personal and career objectives to enable the College and the applicant to assess course suitability.

COURSE CONTENT

Mandatory units: Investigating the Hospitality and Catering Industry; Human Relations, Providing Customer Care in Hospitality and Catering, Food and Drink Service Systems, Food Production, Purchasing Costing and Finance, Accommodation Operations, Front Office Operations.
Option Units: Students will be required to complete four options and there is also the possibility of additional study for NVQs or an 'A' level
Options include: Marketing in the Hospitality Industry, Scientific Principles, International Dimensions of the Hospitality and Catering Industry, Language.
Additionally students may be offered other units: Setting up a small business, Human Resources Management, Facilities Management, Hygiene and Nutrition.

HOTEL, CATERING & INSTITUTIONAL MANAGEMENT

BTEC HIGHER NATIONAL DIPLOMA

TWO YEARS

CONTACT
Linda Ward
Telephone: 283318

This course is designed to provide students with a sound technical education in all aspects of hotel, catering and institutional management. On successful completion of the course students may wish to seek employment at junior or trainee management level or decide to develop their skills by starting one of the hotel and catering degree courses offered in the U.K. (BTEC HND may give exemption from part one of such courses).

ADMISSION REQUIREMENTS

Applicants are required to have studied a minimum of 2 GCE 'A' level subjects and have obtained a pass in at least one subject or BTEC National Diploma in Hotel, Catering and Institutional Operations or the equivalent or At the discretion of the College other well motivated applicants with relevant work experience and/or other academic qualifications will be considered for a special entry HND programme.

COURSE CONTENT

Food and Beverage Operations and Management, Accommodation Operations and Management, Front Office Operations, Behavioural Studies, Human Resource Studies and Management, Information Technology and Data Processing, Applied Science, Legislation, Accounting and Finance, Sales and Marketing, Facilities Management, Management Practice and Principles and Career Management. The course also includes the following options: Hygiene and Environmental Management; Contract Catering; Convention Management; Gastronomy, Tourism, Licensed Trade Management, Wine Studies and Language Training.

HOTEL & CATERING STUDIES

BTEC HIGHER NATIONAL DIPLOMA/BA(HONS) CONVERSION COURSE (SUBJECT TO VALIDATION)

TWO YEARS, INCLUDING 22 WEEKS INDUSTRIAL PLACEMENT

CONTACT
Jeff Merriman
Telephone: 283312

This course is designed to enable students holding BTEC HND in Hotel, Catering and Institutional Management to complete a BA(Hons) course in Hotel and Catering Management.

ADMISSION REQUIREMENTS

Applicants are required to have successfully completed a BTEC or Scotvec Higher Diploma with at least 50% merits or distinctions. Exceptional admission will be at the discretion of the Board of Studies.

COURSE CONTENT

FIRST YEAR
Economics and Tourism, Marketing, Quantitative Methods, Accounting, Law and Study Skills. The course also includes a period of industrial work placement.
SECOND YEAR
Financial Management, Management of Human Resources, Management and Business Policy.

ACCESS TO APPLIED MANAGEMENT & BUSINESS STUDIES

ONE YEAR

CONTACT
Philip Gibbs
Telephone: 283284

This course is designed to equip students with the necessary skills and techniques to help them prepare for and benefit from higher education and training relating to careers in hotel and catering. On successful completion of the course students may wish to start on degree courses in hotel and catering, tourism, leisure management or business studies.

ADMISSION REQUIREMENTS

No formal admission conditions exist, however applicants may be required to complete a test to assess their mathematical ability. Applicants will be invited to attend an interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course.

COURSE CONTENT

Level A Units: Study Skills, GCSE English Language, GCSE Mathematics and Statistics.
Level B Units: The Hospitality Industry, Introduction to Business, Introduction to Accounts and People at Work.

HOTEL & CATERING MANAGEMENT (CNAAB)

BA(HONS)
PCAS code N 720 HCM
Four years with the third year to be spent in industrial work placement

CONTACT
Jeff Merriman
Telephone: 283312

This course is designed to give students the necessary knowledge, experience and skills to commence work in a wide variety of management careers throughout the hotel and catering industry. The course is operated jointly with Portsmouth University. More information on this course can be found in the Portsmouth University Prospectus for First Degree Courses.

ADMISSION REQUIREMENTS

- Applicants require a minimum of 5 GCSE or GCE passes (GCSE at Grade C or above) including two GCE A level passes in the approved subjects or
- BTEC National Certificate or Diploma, or the equivalent or
- An appropriate ONC or OND at a good standard or
- An Access Certificate from an approved Access course.

Applicants should be able to demonstrate evidence of attainment in literacy and numeracy and some science background is helpful. Applications should be made to Portsmouth University through the PCAS system. To apply you will need the 1994 Entry PCAS Guide for Applicants, the joint PCAS/UCCA Application form (available from Schools and Colleges) and joint acknowledgement card. This information can also be obtained by contacting: PCAS, PO Box 647, Cheltenham, GL50 3SF

COURSE CONTENT

Economics, Accounting, Business Computing, Accommodation Management, Catering Management, Applied Science, Behavioural Science, Marketing, Human Resource Management, Financial Management, Business Policy. The course also includes the following options: Personnel and Employee Relations, Promotion of Travel and Tourism, Economics of Travel and Tourism, Information Systems, Gastronomy, Quantitative Management and Hospitality Marketing Management.

HOSPITALITY MANAGEMENT

**POSTGRADUATE
DIPLOMA****ONE YEAR****CONTACT**Gerry Banks
Telephone: 283356

This course is designed for graduates of any discipline to help them prepare for a career in hotel and catering management. On successful completion of the course students may wish to seek employment in one of the following areas: accounting and finance, banquet and conference organising, and personnel and training. The course is operated jointly with Portsmouth University.

ADMISSION REQUIREMENTS

Applicants are required to hold a first degree in any subject, with the exception of hotel and catering management.

Further information and application forms can be obtained by contacting:

The Faculty Registrar
Portsmouth Business School,
Portsmouth, PO4 8JF

COURSE CONTENT

Food and Beverage Systems and Management, Accommodation Systems and Management, Human Resource Management, Business Policy and Hospitality Marketing.

PROFESSIONAL CATERING

**NVQ LEVEL 2 leading
to 3rd year option****THREE YEARS TO ADVANCED
LEVEL****CONTACT**

Martin Tarbuck
Telephone: 283292
or
Neil Edwards (direct entry
to year 3)
Telephone: 283270

This course is designed to give students a thorough vocational education in professional catering. On successful completion of the course students may seek employment initially as a commis chef or in a variety of food service posts. They may later progress to head chef status or into restaurant or catering management. Qualifications gained in NVQs include food preparation and service together with R.I.P.H.H.

ADMISSION REQUIREMENTS

No formal admission conditions exist, however applicants will be invited to attend interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course.

The advanced third year of the course is also open to applicants who have completed a two year craft course at another college or have spent a suitable time in the hotel and catering industry. Many applicants use the third year of this course to gain an advanced craft qualification at NVQ Level 3.

COURSE CONTENT**FIRST AND SECOND YEAR**

Food and Beverage Production and Service, Food Costings and Control, Hygiene and Nutrition; Purchasing and Stores Control; Health and Safety.

THIRD YEAR

Quality Control, Gastronomy and Supervisory Studies.

The course also includes the following options: Advanced Pastry, Food and Beverage Operations, College Diploma in Advanced Culinary Arts and General NVQ Level 3 Craft Operations.

CATERING OPERATIONS

COLLEGE DIPLOMA**NVQ Level 3****ONE YEAR, ADVANCED LEVEL****CONTACT**

Neil Edwards
Telephone: 283270

or

Alain Forsé
Telephone: 283292

This course is designed to give students advanced specialist catering skills. Many students join the course to acquire these skills after completing a two year catering course at Highbury or another College.

ADMISSION REQUIREMENTS

Applicants are required to have successfully completed a two year craft catering course, or

BTEC National Diploma or equivalent.

COURSE CONTENT

After reviewing each student's past catering studies and experience a programme from the following options will be devised: Kitchen, Larder, Pastry, Cake Decoration, Quality Control, Experimental Cookery, Higher Wine Certificate Studies, Marketing, Menus, Gueridon Cookery, Food Science Techniques, Sugar Modelling, Chocolate Moulding, Cocktail Bars and Purchasing and Costing.

ADVANCED CULINARY ARTS

COLLEGE DIPLOMA**NVQ LEVEL 3,
ADVANCED LEVEL****ONE YEAR****CONTACT**

Alan Humfrey
Telephone: 283292

This course is designed primarily for those who wish to work in the top sector of the professional cookery industry. The teaching of this course takes place in our large, modern kitchens and in the real work environment of the Lord Romsey Restaurant, supplemented by work experience in the industry at home or abroad. Awards: College Diploma in Advanced Culinary Arts, NVQ Level 3, Certificated by the Worshipful Company of Cooks and recognised by the Association Culinaire Francaise.

ADMISSION REQUIREMENTS

Students should already be in possession of NVQ units at Levels 1 and 2 or equivalent. Full credit will be given for all previous industrial experience.

Students have an opportunity to study in a top European School as part of this programme. The college currently has links with Hotel Schools in Lyon, Toulon, Caen in France and Krems in Austria.

COURSE CONTENT

The course content sets out to develop participants by combining a fresh approach to the basic classical principles. It is carefully designed to allow each course member to develop his or her skills in each of the menu categories. An innovative approach to cookery principles is adopted.

As experience is gained students will source, develop and prepare a marketing strategy for new dishes in line with restaurant guidelines, which will form an integral part of assessment procedure.

PRACTICAL CATERING

FOUNDATION
COURSE

CONTACT
Trevor Beavis
Telephone: 283292

A one-year, full-time course in practical catering for students who have experienced difficulties in learning. The course offers a wide experience of kitchen and restaurant work leading towards NVQ qualifications. The course also offers a continuation of education in literacy and numeracy with possible City & Guilds accreditation

ADMISSION REQUIREMENTS

No formal entry qualifications are necessary. We are looking for students with a genuine interest in catering and students will be selected on interview

COURSE CONTENT

Work in all areas of the kitchen and the restaurant; Hygiene, Nutrition and First Aid; individual programmes in Numeracy and Literacy. After successfully completing the course students may be able to apply for suitable posts in the industry. Alternatively, the course serves as a solid foundation for progression to other catering courses offered by the Department.

LEISURE & TOURISM

GNVQ INTERMEDIATE

ONE YEAR

CONTACT
Shelagh Clark
Telephone: 283259

This course is designed to help students develop a basic understanding of the skills and context of the leisure and tourism industry whilst developing their own personal skills. Many students continue on to GNVQ Level 3 in Leisure and Tourism.

ADMISSION REQUIREMENTS

No formal admission conditions exist. All applicants will be invited for interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course. Credit will be given for all qualifications held.

COURSE CONTENT

Mandatory Units: Investigating Leisure and Tourism Businesses, Contributing to an event or Service, Promoting Products and Services, Customer service.

Option Units: A minimum of two option units will be available from: Developing Leisure Service Products, Researching Tourist Destinations, Operational Practices in Leisure and Tourism, Investigating the Environmental Impact of Leisure and Tourism.

LEISURE & TOURISM

GNVQ ADVANCED

TWO YEARS

CONTACT
Leslie Hosker
Telephone: 283322

This course offers students a broad-based education in preparation for a career in one of the many sectors of the leisure and tourism industry. On completion of the course students can seek employment in one of the various sectors of the industry or progress to a Higher National Diploma or Degree programme.

ADMISSION REQUIREMENTS

No formal admission conditions exist. All candidates will be invited for interview to discuss their personal and career objectives to enable the College and the applicant to assess course suitability.

COURSE CONTENT

Mandatory Units: Investigating the Leisure and Tourism Industry, Maintaining Health, Safety and Security, Providing Customer Care, Marketing in Leisure and Tourism, Planning for an Event or Function, Monitoring Information Services, Working in Teams, Evaluating the Performance of Facilities.

Option Units: Students will be required to complete four options, and there is also the possibility of additional study for NVQs or an 'A' level: Human Resource Issues in the Leisure and Tourism Industries, Applying Marketing and Media Techniques in Leisure and Tourism, Investigating Travel Agencies, Investigating the UK Holiday Industry, Investigating Leisure Facility Operations, Financial Planning and Control in Leisure and Tourism, Secondary Product/Service Development in Leisure and Tourism, Languages.

LEISURE STUDIES

BTEC HIGHER
NATIONAL DIPLOMA
SUBJECT TO VALIDATION

TWO YEARS

CONTACT
Rick Marston
Telephone: 283259

This course is designed to give students a sound foundation in all aspects of leisure management. On successful completion of the course students may wish to seek junior or trainee manager opportunities within the industry.

ADMISSION REQUIREMENTS

Applicants are required to have studied a minimum of 2 GCE A level subjects and have obtained a pass in at least one subject or

- BTEC National Diploma or
- GNVQ Advanced Diploma in a suitable subject or
- At the discretion of the College other well motivated applicants with relevant work experience and/or other academic qualifications will be considered.

COURSE CONTENT

Leisure and Tourism Provision, Business and Enterprise, Applied Finance, Law and Human Resource Management, Physical Recreation Studies, Management Practices and Information Technology, Hospitality Studies and Customer Care, Sales and Marketing, Facilities Management, Leisure Centre and Sports Management, Hygiene and Environmental Management,

Plus a choice of options from: Conference and Convention Management, Arts and Entertainment, Licensed Trade, European Studies.

CONSTRUCTION & THE BUILT ENVIRONMENT

GNVQ INTERMEDIATE EQUIVALENT TO BTEC FIRST DIPLOMA IN CONSTRUCTION

ONE YEAR

This course is designed to prepare students for GNVQ Advanced (BTEC National Level) courses leading to careers as technicians within the industry.

CONTACT
Alan Ricketts
Telephone: 283234

ADMISSION REQUIREMENTS
Candidates will be invited for interview to discuss personal and career objectives and to enable the College to assess their suitability for the course.

COURSE CONTENT
A modular course of 6 units:
4 Mandatory Units
· The Built Environment and the Community
· Science of Materials
· Construction, Technology and Design
· Construction Operations
Plus 2 from 4 Optional Units (subject to change)
· Construction Science and Mathematics
· Planning the Physical Environment
· Building Services
· Basic Construction Applications

The course also includes site visits, industrial practice and work placement. Students have the opportunity to study French, German or Spanish as part of the course.

CONSTRUCTION & THE BUILT ENVIRONMENT

GNVQ ADVANCED EQUIVALENT TO BTEC NATIONAL DIPLOMA IN CONSTRUCTION

TWO YEARS

This course offers students a comprehensive introduction to the Construction Industry. It is suitable for those students wishing to follow careers in the construction industry professions including Architecture, Civil Engineering, Building and Surveying. On successful completion of the course, students are qualified to begin a career as a technician. This will often involve continuing with part-time education. Other students may wish to continue their studies to obtain a Higher National Diploma or Degree.

CONTACT
Alan Ricketts
Telephone: 283234

ADMISSION REQUIREMENTS
Candidates require a minimum of:
· 4 GCSE passes at Grade C or above which must include Mathematics, Science (with Physics) and a subject involving the use of English *or*
· BTEC First Diploma in Construction – GNVQ Intermediate *or*
· Other suitable qualifications.

COURSE CONTENT
A modular course of 12 vocational units plus 3 core skills units.
3 core skill units: Communication, Application of Numbers, Information Technology
8 Mandatory units: The Built Environment and the Community, Design, Detailing and Specification, Science of Materials, Construction and Civil Engineering Technology, Construction Technology and Services, Resource Management, Financing the Built Environment, Surveying Processes
Plus 4 from 8 Optional Units (subject to change): Environmental Science, Structural Mechanics, Construction and the European Market, Planning the Physical Environment, Structural Detailing, Construction Maintenance, Civil Engineering Construction, Mathematics for Construction.

The course also includes site visits, computing, industrial practice and work placement. To encourage the integrated approach to European Studies students also have the opportunity to study French, German or Spanish as part of the course.

BUILDING STUDIES

HIGHER NATIONAL DIPLOMA

TWO YEARS

CONTACT
Michael Wadey
Telephone: 283234

The course will be run in conjunction with NESCOL (North East Surrey College of Technology) on a two year full-time basis with an option to offer a short sandwich in industry.

The course will allow for a variety of career options within Construction ie. Architecture, Building Surveying, Construction Management, Quantity Surveying etc. The HND qualification will enable the student to start in Construction at higher level and will provide a good basis for progression to either a part-time or full-time degree in a Construction related discipline or to corporate membership of one of the Professional Institutes.

ADMISSION REQUIREMENTS
Applicants are required to have studied:
· a minimum of 2 GCE 'A' level subjects and obtained a pass in at least one subject and have GCSE in Mathematics and Science (with Physics) *or*
· BTEC National Diploma *or*
· Equivalent qualification or experience.

COURSE CONTENT
The course will consist of the following units:
Building Construction, Building Services, Building Law, Economics, Design Procedures, Design Technology, Conversion and Adaptations, Environmental Science, Contracts Administration, Surveying 3, Management, Computing, Language, Measurement, Tendering and Estimating, Structural Mechanics, Materials, Site Studies.
Studies will be supplemented by field trips, construction site visits and joint projects with NESCOL HND Students.

PLUMBING

NVQ LEVEL 2/3
TWO YEARS

NVQ LEVEL 3
ONE YEAR

CONTACT
Lee Davies.
Telephone: 822571

The aim of this full-time competence based course is to develop the skills and knowledge required for a trainee in the Mechanical Services Industry. Trainees who achieve NVQ Level 2 will be able to seek employment as a craftsperson within the plumbing industry and continue with their training to achieve NVQ Level 3.

ADMISSION REQUIREMENTS
There are no formal entry requirements for the course. All applicants will sit a test set by the Plumbing Industry for Trainees.
COURSE CONTENT
The course is designed to enable students to obtain skills in the following Plumbing Systems areas: Cold Water, Hot Water, Heating, Gas, Above Ground Drainage, Below Ground Drainage, Sheet Weathering, Electrical Controls.
On satisfactory completion of the course students will have demonstrated their competence across the range of systems identified above in terms of the following: Install and Test, Commission/Decommission, Maintenance, Maintain Safe Environment, Working Relationships, Quality Development.
Assessment is continuous.

ELECTRICAL INSTALLATION

NVQ LEVEL 2/3

TWO YEARS

CONTACT

Daryl Scopes
Telephone: 822571

The aim of this full-time competence based course is to develop the skills and knowledge required for a trainee in the Electrical Installation Industry. The course provides the basic knowledge and understanding of Electrical Installation Practice together with work experience. It is organised in conjunction with the Electrical Contracting Industry and incorporates periods in College balanced by periods on-the-job.

ADMISSION REQUIREMENTS

Prospective students will be invited to attend the Unicorn Centre for interview to discuss their personal and career objectives. Candidates will then be assessed as to their suitability for the course and advised accordingly.

COURSE CONTENT

Basic Electrical Installation Technology and Practice. On-the-job training.

CONSTRUCTION INDUSTRY FOUNDATION COURSE

ONE YEAR

CONTACT

Graham Goddard
Telephone: 822571

This course is aimed at young people who have left school with little or no qualifications or who have learning difficulties and wish to gain the skills required to work within the construction industry and possibly progress onto one of the following NVQ level 2/3 courses.

- Carpentry and Joinery
- Painting and Decorating
- Bricklaying
- Plastering
- Plumbing
- Electrical Installation

NOTE Students under 19 at the commencement of the course will be eligible for a minor award for 3 years full-time study.

ADMISSION REQUIREMENTS

No formal qualifications are required. Applicants will be interviewed to assess their suitability.

CARPENTRY & JOINERY

NVQ LEVEL 2/3

TWO YEARS

NVQ LEVEL 3

ONE YEAR

CONTACT

John Spalding
Telephone: 822571

The aim of this competence based course is to develop the skills and knowledge required for a trainee in the Carpentry and Joinery sector of the Building Industry.

ADMISSION REQUIREMENTS

No formal qualifications are required. Applicants will be interviewed to assess their suitability.

COURSE CONTENT

Health and Safety Requirements, Maintaining Working Relationships, Efficiency in the Workplace, Provide surface finishes, Install Finishing Components, Setting-out of Basic Timber Components, Assemble Components (Woodcutting Machines), Install Structural Timber Components, Erect and Dismantle Access Platforms. Assessment is continuous.

BRICKLAYING

NVQ LEVEL 2/3

TWO YEARS

NVQ LEVEL 3

ONE YEAR

CONTACT

Graham Pellatt
Telephone: 822571

The aim of this competence based course is to develop the skills and knowledge required for a trainee in the Bricklaying sector of the Building Industry.

ADMISSION REQUIREMENTS

No formal qualifications are required. Applicants will be interviewed to assess their suitability.

COURSE CONTENT

Basic Bricklaying Skills, Health and Safety Requirements, Maintaining Work Relationships, Efficiency of the Workplace, Installation of Supplementary Fabric Components, Ground Services, Erect and Dismantle Access Platforms, Setting-out Buildings. Assessment is continuous.

PAINTING & DECORATING

NVQ LEVEL 2/3

TWO YEARS

NVQ LEVEL 3

ONE YEAR

CONTACT

Alan Prangnell
Telephone: 822571

The aim of this competence based course is to develop the skills and knowledge required for a trainee in the Painting and Decorating sector of the Building Industry.

ADMISSION REQUIREMENTS

No formal qualifications are required. Applicants will be interviewed to assess their suitability.

COURSE CONTENT

Painting and Decorating Skills, Health and Safety Requirements, Maintaining Working Relationships, Efficiency of the Workplace, Erect and Dismantle Access Equipment, Spraying Conventional, Standard Wallcoverings. Assessment is continuous.

PLASTERING

NVQ LEVEL 2/3

TWO YEARS

NVQ LEVEL 3

ONE YEAR

CONTACT

George Terry
Telephone: 822571

The aim of this competence-based course is to develop the skills and knowledge required for a trainee in the Trowel Trades sector of the Building Industry.

ADMISSION REQUIREMENTS

No formal qualifications are required. Applicants will be interviewed to assess their suitability.

COURSE CONTENT

Plastering Skills, Health and Safety Requirements, Maintaining Working Relationships, Efficiency in the Workplace, Install Sheet Materials, Internal Solid Work, External Solid Work, Screeding, Moulding. Assessment is continuous.

FURNITURE STUDIES

BTEC HNC**TWO YEARS****CONTACT**

Ian Ayland

Telephone: 283234

This course is intended for students who wish to pursue studies in the field of Furniture.

The course will provide the student with a comprehensive educational experience related to the Furniture Industry as a whole. Thus providing a range of skills and experience which will enable a wide appreciation of the industry.

It will qualify the student to enter the Furniture Industry in any one of a wide variety of roles from involvement in the Design

Process/Craft/Manufacture/Production or in the Field of Management. It will also provide qualification for continuation on to a Degree Course in a chosen specialism related to Furniture, with advanced standing.

ADMISSION REQUIREMENTS

Applicants are required to have studied:

- a minimum of 2 GCE 'A' level subjects and have obtained a pass in at least one subject *or*
- BTEC National Cert/Diploma or other relevant qualification *or*
- At the discretion of the College well motivated and experienced qualified applicants will be considered.

All applicants will be invited to the College for interview.

COURSE CONTENT

The course will examine subject areas which will include, for example, the following topic areas: History of Design, Materials and Processes, Business and Management Studies, Craft Technology, Research and Drawing Studies, Furniture Design, Manufacturing Technology, Furniture Related Craft, Design for Production, Upholstery, Soft Furnishings, Antique Restoration, Furniture Finishing and Decoration, Applied Interior Design.

FURNITURE STUDIES

**CITY & GUILDS
CERTIFICATE AND
ADVANCED
CERTIFICATES****TWO YEARS****CONTACT**

David Howes

Telephone: 283234

This course is designed to provide students with a thorough understanding of Furniture Craft Techniques and their associated technologies. In January of the first year, students are able to choose a craft to study in detail. They can then develop their skills in Cabinet Making, Upholstery, Surface Finishing or Soft Furnishing. The course provides a sound foundation for those students wishing to enter furniture manufacture or restoration on an employed or self-employed basis. Other students may wish to continue their studies on a Degree/Diploma course.

ADMISSION REQUIREMENTS

Candidates will be invited for interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course.

COURSE CONTENT**FIRST YEAR (craft)**

Part one - from September to December. An outline appreciation of Furniture Construction, Materials and Techniques.

Part two - from January to July Select and specialise in one of the following: Cabinet Making or Upholstery, Surface Finishing or Soft Furnishing.

SECOND YEAR (advanced)

Part three - from September to July. Students develop their skills in their specialist subject and study CAD (Computer Aided Design) and Business Studies.

ART & DESIGN

GNVQ INTERMEDIATE**ONE YEAR****CONTACT**

Lisa Delman

Telephone: 822571

The aim of this GNVQ course is to provide a range of studies which will introduce students to Design, Fine Art and the Crafts. Highbury has established excellent facilities for 2 and 3 Dimensional Creative Design. It is the intention that students will gain a balanced and comprehensive grasp of the fundamental principles on which all Art & Design practice is based.

ADMISSION REQUIREMENTS

There are no formal entry requirements for the course. All applicants will attend the College for interview during which their portfolio of work will be discussed.

COURSE CONTENT

Visual Language and Presentation, Explore others' Art and Design Work, Develop Practical Art and Design Skills, Investigate Art and Design Professional Practice.

Assessment is continuous.

ART & DESIGN

GNVQ ADVANCED**TWO YEARS****CONTACT**

Lisa Delman

Telephone: 822571

The aim of this GNVQ course is to provide a range of studies which develop skills already obtained in Design, Fine Art and the Crafts. Highbury has established an excellent reputation in the Crafts and the GNVQ level 3 Art and Design will benefit from this expertise and the excellent facilities for 2 and 3 Dimensional Creative Design. It is the intention that students will gain a balanced and comprehensive understanding of the principles of Art and Design in Commercial Practice.

ADMISSION REQUIREMENTS

Applicants require a minimum of 4 GCSE passes at grade C or above which should include Art and English or GNVQ Level 2 Art and Design or other qualifications/ experience considered suitable.

Applicants will be invited for interview during which their portfolio of work will be discussed.

COURSE CONTENT

Visual Language and Presentation, Explore others' Art and Design Work, Develop Practical Art and Design Skills, Investigate Art and Design Professional Practice.

Assessment is continuous.

OCCUPATIONAL HEALTH & SAFETY

TWO YEARS

CONTACT
Barbara Green
Telephone: 283234

The Occupational Health and Safety Unit has a tradition of close, direct co-operation with industry and runs a continuous programme of short courses tailored to suit the needs of individuals and organisations.

These courses can be used to upgrade knowledge in line with current legislation (including Eurostandards) or to enable employers to comply with legal requirements. The Unit is always very willing to meet the particular requirements of organisations.

COURSES INCLUDE

- National Diploma and Certificate in Occupational Safety & Health
- Occupational Health Nursing Certificate
- Occupational Health Nurse Practice
- First Aid Certification
- Health & Safety at Work
- Food Hygiene

For more details please see the Faculty of the Environment Part-time Course Guide.

GAS SERVICES

NVQ LEVEL 2/3
TWO YEARS

NVQ LEVEL 3
ONE YEAR

CONTACT
Ray Montgomerie
Telephone: 283234

This course is a competence based course, designed by British Gas and City & Guilds to enable candidates to achieve an NVQ in Gas Services.

For a candidate new to the Mechanical Services and Construction industries it is envisaged that the level 2 will take two years.

ADMISSION REQUIREMENTS

There are no formal entry requirements, candidates will be invited for interview to discuss both course and their personal requirements.

COURSE CONTENT

The course provides experience in installation, maintenance and fault diagnosis across a range of domestic gas appliances.

The course will include: legislation, safety, mild steel, copper and plastic pipework, combustion, flueing, ventilation, appliance construction and operation including associated electrical controls. The course is assessed at College and on-site, and assessment will include both practical and assessment will include both practical and theory.

NVQ LEVEL 3

After completion of Level 2, it is envisaged that to achieve a Level 3, a further year will be required.

COURSE CONTENT

Level 3 includes central heating, large pipework, catering and non-domestic appliances, their construction, operation, fault diagnosis and recertification.

MOTOR VEHICLE ENGINEERING

BTEC FIRST CERTIFICATE

NVQ LEVEL 2/3

ONE YEAR

CONTACT
Tony Walter
Telephone: 283234

This course provides an introduction for those wishing to obtain careers in the Motor Vehicle Industry and/or who may wish to progress to the BTEC National Course (NVQ 3).

ADMISSION REQUIREMENTS

Candidates will be invited to interview to discuss their personal and career objectives and to enable the Faculty to assess their suitability for the course.

COURSE CONTENT

Vehicle Technology, Vehicle Electric's, Mathematics/Science, Information Technology, Industrial Studies, Motor Vehicle Workshop to NVQ Standards. A period of industrial placement is a significant part of the course.

MOTOR VEHICLE ENGINEERING

BTEC NATIONAL CERTIFICATE

NVQ LEVEL 3

TWO YEARS

CONTACT
Tony Walter
Telephone: 283234

This course provides the essential Further Education and Training for a career as a Motor Vehicle Technician. On completion, students may seek employment in the Retail Motor Industry or Road Transport Industry or continue their studies to obtain a Higher National Diploma or Degree.

ADMISSION REQUIREMENTS

- Candidates require a minimum of:
- 4 GCSE passes at Grade C or above which must include Mathematics, Science (with Physics) and a subject involving the use of English *or*
 - BTEC First Certificate in Motor Vehicle Engineering *or*
 - Other qualifications considered suitable by BTEC.

COURSE CONTENT

Vehicle Technology, Engine Technology, Vehicle Electrical and Electronic Systems, Mathematics, Science, Engineering Application of Computers, Industrial Studies and Motor Vehicle Workshop to NVQ Standards. Industrial experience through work placement is an important feature of the course.

MOTOR VEHICLE MECHANICS

NVQ LEVEL 2/3

C&G 3300

TWO YEARS

CONTACT
Tony Walter
Telephone: 283234

This course offers students the opportunity to gain many of the skills required by today's Automotive Industry. Work experience is a prominent feature of the course.

On successful completion, students should seek employment in the Motor Vehicle Servicing and Repair Industry.

ADMISSION REQUIREMENTS

Candidates will be invited for interview to discuss their personal and career objectives. This will enable the faculty to assess their suitability for the course.

COURSE CONTENT

City & Guilds Motor Vehicle NVQ Level 2 contains six core and one additional module. The training is provided in our modern well equipped workshops and classrooms by fully qualified staff. The practical exercises are continually assessed.

MOTOR VEHICLE MECHANICS

NVQ LEVEL 3

C&G 3300

ONE YEAR

CONTACT

Tony Walter
Telephone: 283234

The programme is a progression from level 2 NVQ. The course provides the training and assessment for the required units at level 3 in Diagnostic and repair of motor vehicles . Work experience is again a prominent feature of the course.

ADMISSION REQUIREMENTS

C&G 3300 NVQ level 2 or equivalent qualifications which are able to meet the accreditation guide-line. An interview and assessment may be required in some instances.

COURSE CONTENT

City & Guilds Motor Vehicle NVQ Level 3 contains six core and two additional units. The training is provided in our modern well equipped workshops and classrooms by fully qualified staff. The practical exercises are continually assessed.

VEHICLE BODY REPAIR

NVQ LEVEL 2/3

C&G 3440

TWO YEARS

CONTACT

Tony Walter
Telephone: 283234

This course is designed to cover a wide range of technical skills and technology required in the Motor Vehicle Body Industry

ADMISSION REQUIREMENTS

There are no formal entry requirements for the course but a good secondary school education is essential. Candidates will be invited to attend for interview to discuss their personal and career objectives and to enable the Course Tutor to assess their suitability for the course.

COURSE CONTENT

Light Vehicle Body Repair – covering Health and Safety at Work, the Vehicle Body, Materials, Marking Out, Cutting Out, Forming, Joining and Repair.

- Light Vehicle Body Repair Preparation and Planning
- Light Vehicle Body Repair Techniques, Panel replacement, Joining Processes and Associated Operations.

Students will be required to keep an up to date portfolio which will be provided by the course tutor initially and assessed by the tutor at regular intervals.

Related Practical Tasks – these tasks test the practical and planning skills covered in the above areas.

HEALTH & SOCIAL CARE FOUNDATION

BTEC GNVQ FOUNDATION

ONE YEAR

CONTACT

Alan Stokes
Telephone: 283237

A one year programme allowing students to investigate, at their own pace, employment opportunities within the Health and Social Care sector.

The programme of study is designed to be practical with emphasis being placed on the development of Language and Number skills.

On successful completion of the course it is anticipated that students will progress onto a GNVQ Intermediate programme.

ADMISSION REQUIREMENTS

There are no formal admission requirements. Applicants should have completed a UK secondary education or equivalent and will be invited to attend an informal interview.

COURSE CONTENT

Mandatory Units: Investigation work in health and social care, Understanding Health and Well Being, Personal Development and Relationships, Health Emergencies.

Optional Vocational Units: Exploring Leisure and Recreation, Planning Diets/Healthy Food.

Core Skills: Communication Skills, Application of Number, Information Technology.

HEALTH & SOCIAL CARE

BTEC GNVQ INTERMEDIATE

ONE YEAR

CONTACT

Alan Stokes
Telephone: 283237

This course is designed to give students practical education and training in community care and examines the contribution made by the Health Service to this area. On successful completion of the course students may decide to develop their skills by progressing to a GNVQ advanced programme, BTEC National Diploma or a further vocational course.

ADMISSION REQUIREMENTS

Applicants should have completed a UK secondary education or the equivalent. The College will take into account a CPVE profile and/or a Certificate of Achievement from a City and Guilds link programme.

COURSE CONTENT

Mandatory Units: Providing Emotional Support, Health Emergencies, Health and Social Services, Influences on Health and Well Being.

Optional Vocational Units: The Care Setting, Growth and Development of the Individual, Care Science.

Additional Units: Creative Skills, Food Application, Promoting Health.

Core Skills: Communications, Application of Number, Information Technology.

HEALTH & SOCIAL CARE

**BTEC GNVQ
ADVANCED****TWO YEARS****CONTACT**

Maria Stavert

Telephone: 283237

This is a new work-related course designed to offer students a choice of routes into Higher Education or employment. It is part of a national framework of vocational qualifications which has five levels.

The course offers a broad-based introduction to careers in the health and social care sectors by offering a variety of work placement opportunities.

On successful completion of the course students may wish to go on to higher level qualifications such as a BTEC Higher National or a degree. Students can also train in one of the Health/Social Care

professions including Social Work, Nursing, Physiotherapy, Occupational Therapy or Speech Therapy.

ADMISSION REQUIREMENTS

Applicants require:

- a minimum of 4 GCSEs at grade C or above *or*
- BTEC GNVQ intermediate *or*
- At the discretion of the College other well-motivated applicants will be considered.

COURSE CONTENT

Students will study a variety of subjects related to Health and Social Care, including Sociology, Psychology, Health Education, Environmental Health and Human Physiology.

The opportunity for studying an appropriate 'A' level is also available.

CARING SERVICES (NURSERY NURSING)

**BTEC NATIONAL
DIPLOMA****TWO YEARS****CONTACT**

Sylvia Turner

Telephone: 283237

This course is designed to give students knowledge in all areas of child growth and development. Much emphasis is placed on work in the community and students will be able to go on work placements in a variety of caring environments including schools, hospitals, private homes and nurseries. On successful completion of the course students may wish to progress to Higher Education, join a School of Nursing or seek employment as a Nursery Nurse within the UK or abroad.

ADMISSION REQUIREMENTS

Applicants require:

- a minimum of 4 GCSE passes at Grade C or above including English Language *or*
- BTEC First Certificate/Diploma (at Merit Grade) *or*
- GNVQ Intermediate *or*
- Full CPVE *or*
- At the discretion of the College other well-motivated applicants will be considered.

COURSE CONTENT

Child Development, Human Biology, Integrated Science, Child Education, Child Health, Social Studies, Environmental Health Studies and a Developing Countries Unit.

DENTAL SURGERY ASSISTANTS

**BTEC NATIONAL
CERTIFICATE****ONE YEAR, FOLLOWED BY ONE
EVENING PER WEEK IN THE
SECOND YEAR****CONTACT**

Chris Forrest

Telephone: 283237

This course is designed to provide students with an understanding of the work of a Dental Surgery Assistant. The course also includes periods of work placement in a general dental practice, with the Community Dental Service and the dental department of a local hospital. On successful completion of the course students are qualified to seek employment as a Dental Surgery Assistant in a variety of environments including hospitals and general practice.

ADMISSION REQUIREMENTS

Applicants require

- a minimum of 2 GCSE passes at grade C or above *or*
- BTEC First Diploma or Certificate *or*
- At the discretion of the College other well-motivated applicants will be considered.

COURSE CONTENT

Communication Skills, Dental Materials, Instruments and Radiography, First Aid, Dental Emergencies, Dental Health Education, Dental Practice Management, Human Biology, Computer Literacy, Dental Pharmacology and Dental Surgery Techniques.

The course also includes periods of work placement in a general dental practice, with the Community Dental Service and the dental department of a local hospital.

CHILDCARE IN EDUCATION

NVQ LEVEL 2**ONE YEAR****CONTACT**

Diana Vennis

Telephone: 283237

An introductory one year programme to prepare students for working with children under seven years of age.

ADMISSION REQUIREMENTS

Candidates must be 16 or older and have achieved two passes at GCSE at grade A, B or C or a GNVQ Foundation Award.

COURSE CONTENT

Students will be assessed in college and on practical placement. The underpinning knowledge will consist of:

- Child Safety, Equal Opportunities, Working with Children, Physical Care and Development, Children's Behaviour and Parents and Carers.

NATIONAL NURSERY EXAMINATION BOARD

DIPLOMA LEVEL 3**TWO YEARS****CONTACT**

Diana Vennis

Telephone: 283237

The NNEB Diploma course is a nationally and internationally accepted qualification for those people working with children under 7 years of age in a variety of roles including Nanny, Nursery Nurse and Nursery Officer. A number of UK Colleges of Higher Education recognise the course as a suitable entry to teacher training.

ADMISSION REQUIREMENTS

Applicants must satisfy the following entry requirements:

- Be aged 16 or over, and have achieved a good standard of education, with 4 good passes at GCSE Grade A, B or C (GCE 'O' level grades A, B or C, CSE grade 1) to include English or a GNVQ Intermediate Award.
- They must satisfy an interview panel of their suitability and possess a good medical record, character references and a good Record of Achievement.
- Mature students with relevant experience are also eligible.

COURSE CONTENT

Students will be assessed in college and on practical placement.

The NNEB Diploma provides a modular curriculum linked to the National Vocational Qualifications (NVQs) in Child Care and Education at Level 3.

The Modular Curriculum consists of the following areas of study: Observation and assessment, Work with Young Children, Foundations to Caring, Physical Development, Social and Emotional Development, Health Care/First Aid, Play, Cognitive and Language Development, Children's Behaviour, Food and Nutrition, Babies 0-1 year, Child Protection, Nursery Nursing in Employment, Child Care and Education in Britain, Special Needs, Working with Parents, Social and Legal Frameworks, Early Years Curriculum, Health Care.

PRACTICAL TRAINING

Students will spend 50% of their time in practical work placements. These placements are directly related to the underpinning knowledge in the college-based studies.

BEAUTY THERAPY

INTERNATIONAL THERAPY EXAMINATION COUNCIL (ITEC)**TWO YEARS****CONTACT**

Jackie Page

Telephone: 283237

This course is designed to give students knowledge and practical training in all areas of Beauty Therapy. It is essential that students have a genuine interest in the appearance and well being of others.

ADMISSION REQUIREMENTS

Applicants require a minimum of 4 GCSE passes at grade C or above.

At the discretion of the College other well-motivated applicants will be considered.

COURSE CONTENT

All students will follow a programme of manual and electrical facial and body treatments to include:

Cleansing, Skin Analysis, Steaming, Brow and Lash Treatments, Make-up and Manicure, Depilatory Waxing, Faradism, French and Swedish Massage, Beauty Consultancy, Diet and Nutrition, Electrolysis, Science, Information Technology.

SPORTS SCIENCE

BTEC NATIONAL DIPLOMA**TWO YEARS****CONTACT**

Anthony Card

Telephone: 283237

An exciting two year programme for students who have an active interest in sport and wish to study further the mechanics of the human body in a sport related context.

ADMISSION REQUIREMENTS

Applicants require a minimum of 4 GCSE passes at grade C or above one of which should be a science related subject.

COURSE CONTENT

During the two years students will follow: Exercise Physiology, Biomechanics, Sport Psychology, Functional Anatomy and Physiology, Surface Technology, Management of Sports Events, Diet and Health Education, Sports' Injuries and Information Technology.

PRE-VOCATIONAL FOUNDATION COURSE

ONE YEAR**CONTACT**

Carollan Millar

Telephone: 283237

This course is designed for students who are uncertain of career progression and wish to spend a year experiencing a variety of vocational areas across the College with number, language and tutorial support.

Students will also study for the City & Guilds Wordpower and Numberpower awards. The course offers potential for progression to a range of full-time vocational courses at Highbury College.

ADMISSION REQUIREMENTS

There are no formal admission requirements.

Applicants will be invited to an informal interview to discuss their interests and career aspirations.

COURSE CONTENT

City & Guilds Wordpower and Numberpower.

Vocational Areas: Catering, Construction, Computing, Business Studies, Motor Vehicle Engineering, Photography, Care Studies, Creative and Leisure Activities, Work Experience.

SCIENCE

GNVQ ADVANCED**TWO YEARS****CONTACT**

Brian Garford

Telephone: 283237

This GNVQ course is a new national qualification related to the world of science. The General National Vocational Qualification (GNVQ) Advanced provides the opportunity to progress on to Higher Education or further training for a job. GNVQ is designed for those who wish to keep their options open before deciding on a specific career.

It offers an alternative programme of study to GCE A Levels as a suitable entry qualification for first degree courses. The course provides students with a good knowledge of scientific principles and experience of modern techniques used in research and development laboratories.

ADMISSION REQUIREMENTS

Applicants require:

- a minimum of 4 GCSE passes at Grade C or above including English Language *or*
- BTEC First Diploma or Certificate *or*
- GNVQ Science Intermediate

COURSE CONTENT

This comprises twelve vocational units (topics) within an area of science, communications and application of number and information technology. The qualification may be studied together with a suitable 'A' or A/S level in Science.

SCIENCE

GNVQ INTERMEDIATE**ONE YEAR****CONTACT**

Brian Garford

Telephone: 283237

This GNVQ course is a new national qualification related to the world of science. The General National Vocational Qualification (GNVQ) Intermediate provides the opportunity for the successful student to gain progression to: GNVQ Science Advanced GCE 'A' Level Sciences

ADMISSION REQUIREMENTS

Applicants should have completed a UK secondary education or equivalent and be able to demonstrate competence in literacy and numeracy.

COURSE CONTENT

This comprises six vocational units (topics) within the area of science, communications and application of number and information technology. The qualification may be studied together with relevant GCSEs.

MEDIA COMMUNICATION & PRODUCTION

GNVQ INTERMEDIATE**ONE YEAR****CONTACT**

Mario Brooks

Telephone: 283287

This course is designed to give students knowledge of both communication skills and theory and understanding of audio-visual media techniques including print, television, radio and video. On completion of the course, successful students may progress to BTEC National courses.

ADMISSION REQUIREMENTS

No formal admission conditions exist, but applicants should have an interest in the media.

COURSE CONTENT

Background to Media, Media Research Techniques, Practical Video, Radio, Print and Photographic Skills, Information Technology, Communications and Numeracy.

Optional GCSE in Maths and English also available.

DESIGN (COMMUNICATION) (SPECIALISING IN MEDIA STUDIES)

BTEC NATIONAL DIPLOMA**TWO YEARS****CONTACT**

Peter Moutray

Telephone: 283287

This course is designed to give students an understanding of the media. On completion of the course students can pursue a variety of careers in media related occupations including broadcasting, journalism, advertising, public relations, marketing and areas of information technology where desk top publishing experience is required. They may also develop their skills by entering Higher Education or specialist vocational courses (eg. NCTJ course).

ADMISSION REQUIREMENTS

Applicants require a minimum of 4 GCSE passes at Grade C or the equivalent, one of which should be English Language.

Mature applicants may offer alternative qualifications and/or experience.

COURSE CONTENT

Communication Theory and Skills, Modern Media Techniques in Television and Video Production, Radio and Journalism, Advertising, Marketing, European Options and Business Related Studies.

There is also an opportunity to take an optional unit in photography during the first year.

MEDIA STUDIES

GCE 'A' LEVELS and
CITY & GUILDS
770/779

TWO YEARS

CONTACT
Hazel Raine-Evans
Telephone: 283287

This course is designed to give students an opportunity to acquire two/three 'A' levels and a range of media skills. On completion of the course many students pursue careers in advertising, public relations, journalism, radio and television, information services or develop their skills by entering Higher Education.

ADMISSION REQUIREMENTS

Applicants require a minimum of 4 GCSE passes at Grade C or above, or the equivalent, one of which should be English Language.

COURSE CONTENT

A combination of academic GCE 'A' level studies eg. Film Studies, English Language/English Literature, Government and Politics and practical skills including: Radio Programming, Journalistic Skills, TV Production, Keyboarding, Shorthand and Public Administration.

NEWSPAPER JOURNALISM (NCTJ)

PRE-ENTRY
NVQ Level 4

ONE YEAR

TWO POINTS OF ENTRY
1. from September to July or
2. from January to December

CONTACT
Paulette Miller
Telephone: 283287

This course is designed to provide students with a comprehensive understanding of the basic requirements of a newspaper reporter as specified by the National Council for the Training of Journalists (NCTJ).

ADMISSION REQUIREMENTS

Applicants require a minimum of 2 GCE A levels and 2 GCSE passes at Grade C or above or BTEC National Diploma. Each should be in a different subject, one of which should be English. However, applicants should note that half of the entrants to the industry are now graduates and this is reflected in the course recruitment.

Successful completion at the appropriate level of an approved Access Course may be deemed acceptable for mature students or, in exceptional circumstances, relevant industrial experience.

All applicants should be prepared to be interviewed and tested in accordance with NCTJ selection procedures.

Applications for this course should be made direct to:

NATIONAL COUNCIL FOR
THE TRAINING OF JOURNALISTS
Latton Bush Centre, Southern Way, Harlow, Essex CM18 7BL
Telephone 0279 430009, Fax 0279 438008

Because of the high demand for places on this course applicants are advised to return their application forms as early as possible to the NCTJ.

COURSE CONTENT

Practical Journalism(including newspaper production, district coverage, with outside assignments), intensive study and practice of Media Law, Public Affairs and Shorthand.

Students also supply stories weekly for a news supplement to a major provincial evening newspaper.

ASSESSMENT

Examinations and College Diploma awarded as a result of continuous assessment.

MAGAZINE JOURNALISM

PRE-ENTRY
NVQ Level 4

ONE YEAR

CONTACT
Paulette Miller
Telephone: 283287

This course is designed to provide students with a foundation in journalism and magazine and periodical production. On completion of the course students can pursue a variety of careers with magazines and periodicals.

ADMISSION REQUIREMENTS

Applicants require a minimum of 2 GCE A levels and 2 GCSE passes at Grade C or above. Each should be in a different subject, one of which should be English or BTEC National Diploma. Successful completion at the appropriate level of an approved Access Course may be deemed acceptable for mature students or, in exceptional circumstances, relevant industrial experience. Applicants may be invited to complete an aptitude test and attend an interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course.

COURSE CONTENT

Practical Journalism, Production Skills and Sub-editing, Desktop Publishing, Media Law, Contemporary Affairs, Teeline Shorthand and European Affairs (optional).

Students may also take part in a variety of publishing projects with a range of commercial enterprises.

ASSESSMENT

Examinations and College Diploma awarded as a result of continuous assessment.

Application forms for this course can be obtained from:
Paulette Miller
Division of Media and Journalism
Faculty of Media and Community Education
Highbury College, Cosham, Portsmouth, Hampshire PO6 2SA

ACCESS TO JOURNALISM & MEDIA STUDIES

ONE YEAR - APPROXIMATELY
20 HOURS COLLEGE
ATTENDANCE EACH WEEK

CONTACT
Jane Shearsmith
Telephone: 283237

This 'return to study' course is designed to prepare students for entry into journalism training and higher education. The course is recognised by the National Council for the Training of Journalists. On successful completion of the course students may apply for a place on the one year Pre-Entry Newspaper Journalism course, magazine course, a media related degree course or seek employment in newspaper or magazine journalism.

ADMISSION REQUIREMENTS

No formal admission conditions exist.

However, applicants will be invited to complete an aptitude test and attend an interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course.

COURSE CONTENT

English and Communications GCSE, Mathematics GCSE, Statistics, Integrated Social Science, Media Themes, Study Skills, Media Studies and Journalism.

BROADCAST JOURNALISM (NCTBJ)

POST-GRADUATE DIPLOMA

ONE YEAR

CONTACT

Paulette Miller
Telephone: 283287

This course provides a nationally recognised vocational qualification in broadcast journalism. The standards and syllabus for the course are specified by the National Council for the Training of Broadcast Journalists, a body recognised by all major broadcasting organisations in the UK including the BBC.

Highbury is one of only a handful of colleges in the UK offering broadcast training at this level with full validation.

The course is designed for prospective entrants to the industry who intend, at least in the early stages of their career, to specialise in 'hard news' reporting and production on radio or in a bi-media newsroom.

ADMISSION REQUIREMENTS

Applicants should note that the majority of entrants to the industry are graduates and this is reflected in the course recruitment.

Graduate applicants are expected to show evidence of proven commitment to a career in broadcast news, usually by having work experience in a public-broadcast or university radio service.

Applicants without a degree can be considered provided they have passed at least two subjects at 'A' level or hold a pass in BTEC or equivalent in a relevant subject area and can demonstrate proven commitment to a career in broadcast journalism. Normally this would require evidence of significant work experience in the newsroom of a UK public-broadcast radio station.

Applicants without the above academic qualifications can be considered if they are supported in their application by a News Editor or other senior person in a recognised broadcasting organisation.

Applicants will be required to submit a taped voice test with their application form.

Shortlisted applicants will also be required to attend an interview at college at which a brief aptitude test may be given.

At present, most successful trainees obtain full-time work in the industry either at, or shortly after, the end of the course.

COURSE CONTENT

Theory of Journalism, News Gathering, Radio Reporting, Editing, Bulletin Production, Feature Production, Writing for Radio, Journalistic Ethics, Media Law, Public Affairs, (government and administration), Teeline shorthand.

Application forms for this course can be obtained from:

Paulette Miller,
Division of Journalism and Media
Faculty of Media and Community Education,
Highbury College
Cosham, Portsmouth PO6 2SA
Telephone 0705 283287

HAMPSHIRE ACCESS COURSE

ONE TO THREE YEARS

CONTACT

Jane Shearsmith
Telephone: 283237

This course is designed to provide mature students with the skills, techniques and attitudes necessary for Higher Education study at University and to develop their personal confidence and achievement levels. Students go on to careers in Teaching, Social Work, Nursing, Management, Journalism and Media, Engineering, Sciences and Technology. This course provides students with a route into degree and diploma courses, other than the more traditional GCE A level approach.

ADMISSION REQUIREMENTS

No formal admission conditions exist, but all applicants will be invited to interview to discuss their personal and career objectives and to enable the College to assess their suitability for the course.

COURSE CONTENT

The Access Programme is modular, which enables students to tailor their programmes of study to their own personal career objectives.

Over 30 modules are available within the following broad subject areas:

- Art and design
- Business and Management
- Computing and Information Technology
- Health and Social Care
- Humanities and Social Science
- Media and Journalism
- Sciences and Technology
- Sports Science

Full details will be provided at interview

GCE A LEVEL INTENSIVE COURSE

ONE YEAR FULL TIME

CONTACT

Barry Davies
Telephone: 283287

This course is designed to provide students aged 18 or over with the opportunity of studying a subject for the first time or improving existing grades.

ADMISSION REQUIREMENTS

Applicants should be at least 18 years of age and hold a minimum of 4 GCSE passes at grade C or above.

All applicants will be invited to attend interview to discuss their personal and career objectives and to allow the College to assess their suitability for the course.

Applicants without 4 GCSE passes may be considered at the discretion of the College.

COURSE CONTENT

Students usually select 2 subjects from the following:

Biology, Business Studies, Chemistry, Communication Studies, English Language/Literature, History, Human Biology, Law, Mathematics Pure and Applied, Mathematics Pure and Statistics, Physics, Psychology, Sociology. Additional subjects will be available according to demand.

Support subjects including GCSEs Conversational Languages, Word Processing and Information Technology can be included in individual programmes of study.

GCE A LEVEL COURSE

TWO YEARS

CONTACT

Barry Davies
Telephone: 283287

This course prepares students aged 16+ for entry to degree and diploma courses in Higher Education and for professional careers with 'A' level entry requirements. The course aims to provide a broad educational experience and to keep career options open.

ADMISSION REQUIREMENTS

Applicants should have, or expect to obtain, 4 GCSE passes at grade C or above. All applicants will be invited for interview when choice of subjects, together with personal and career objectives will be discussed. Interviews will be held from October onwards.

COURSE CONTENT

Students can select 2 or 3 subjects from:

Accounting, Art and Crafts, Biology, Business Studies, Chemistry, Communication Studies, Computing, Design and Technology, Economics, Electronics, English Language and Literature, Environmental Science, Film Studies, French, Geography, German, Government and Politics, History, Human Biology, Law, Mathematics Pure and Applied, Mathematics Pure and Statistics, Physics, Psychology, Sociology, Spanish, Sports Studies.

GCE Advanced Supplementary (AS) courses comprising half of an 'A' level syllabus will be available in a number of subjects. Additional subjects will be offered according to demand. New modular syllabuses will be available for the 1996 examinations.

During their two years students will be able to add a range of additional options to their individual programmes of study. These can include GCSE subjects, conversational languages, word processing, information technology, cultural and recreational options.

GCE A LEVEL/GCSE LEVEL & ENGLISH

A SPECIAL PREPARATORY COURSE FOR OVERSEAS STUDENTS

ONE YEAR

CONTACT

Doug Powell
Telephone: 283287

This course is designed to improve the communication skills in English and prepare overseas students for access to other courses in the College and other institutions, especially degree courses.

ADMISSION REQUIREMENTS

Applicants should have completed a secondary education or the equivalent. The College will require a satisfactory report from the student's Head Teacher.

Applicants require a GCSE pass or the equivalent in the subject to be studied at GCE A level.

COURSE CONTENT

English Language, Scientific/Technical/Business English and either two GCE A level subjects chosen from a list including: Mathematics, Physics, Economics, Business Studies, Accountancy, Biology, History, Law, Psychology and Sociology

or

GCSE in Mathematics and 2 or 3 GCSE subjects chosen from: Chemistry, Physics, Human Biology, Accounts and Sociology.

SOUTHCOAST DEGREE ENTRY PROGRAMME

ONE YEAR

CONTACT

Doug Powell
Telephone: 283287

This course is run in collaboration with the University of Southampton and Portsmouth University and is designed to prepare overseas students for entry to degrees and diplomas in Business Studies and Engineering.

ADMISSION REQUIREMENTS

Applicants should be at least 18 years old and require a National High School Leaving Diploma which is equivalent to British GCSE level. All applicants must have a reasonable command of English.

COURSE CONTENT

Engineering programme: Mathematics, Mechanical Science, Materials Science, Electronics, Software Familiarisation, English Language and Study Skills.

Business Studies programme: Economics, Financial Accounting, Management Accounting, Quantitative Methods and Mathematics, Management Information Technology, English Language and Study Skills.

ENGLISH FOR OVERSEAS STUDENTS

ONE YEAR OR SHORTER PERIODS BY ARRANGEMENT

CONTACT

Jean Bailey
Telephone: 283287

This course is designed to enable students to attain a high level of spoken and written English and to give a knowledge and understanding of contemporary Britain. This course will provide a basis for further study in the United Kingdom or in the student's own country and will equip students to use English in a variety of careers in industry and commerce.

ADMISSION REQUIREMENTS

A level or education equivalent to the Baccalaureate, Abitur or similar national school leaving examinations.

COURSE CONTENT

Intensive English language tuition. Modern subjects chosen from the following: British Life and Institutions, Commercial Practice, English Literature, Computer Studies, Economics and Translation.

INFORMATION TECHNOLOGY

BTEC INTERMEDIATE GNVQ

ONE YEAR

CONTACT

Danny Fellows
Telephone: 283263

This course is for people who wish to take an initial qualification, and follow careers in one of the many sectors of Information Technology.

This qualification helps you to go on to higher level qualifications, such as a BTEC Advanced GNVQ or A levels or you can go straight into work.

ADMISSION REQUIREMENTS

You need to be at least 16 but otherwise there are no formal entry requirements.

COURSE CONTENT

Organisation and the Application of IT, People and IT, Developing Information Processing Systems, Using IT Applications, Data Collection and Presentation, Data Communication and Networks.

INFORMATION TECHNOLOGY

BTEC ADVANCED GNVQ

TWO YEARS

CONTACT

Mike Brassington
Telephone: 283263

This course is a qualification for people who wish to follow careers in one of the many sectors of Information Technology.

This qualification helps you to go on to higher level qualifications, such as BTEC Higher National or a degree, or you can go straight into work. It can prepare you for a range of jobs in the public and private sectors.

ADMISSION REQUIREMENTS

You need to be at least 16, and have 4 GCSE grade C or above, or appropriate First Diploma, Intermediate GNVQ or equivalent.

COURSE CONTENT

Data handling, Communications and Networking, Software Characteristics and Installation, Data Modelling and Database Structures, Individuals, Society and IT, Systems Analysis, Modelling and Control, Programming Methodologies, Programming Structures and Language, IT Projects and Team work.

INFORMATION TECHNOLOGY APPLICATIONS

FOR WOMEN WHO ARE RETURNING TO WORK

BTEC FIRST DIPLOMA

ONE YEAR

CONTACT

Alison Waters
Telephone: 283263

This course is to provide women with a foundation in Information Technology. It provides a basis for many careers in which information technology plays a part.

ADMISSION REQUIREMENTS

This course is for women who want to return to work.

COURSE CONTENT

Information Technology Applications (Wordprocessing, spreadsheets, databases), Business Technology, Computer Graphics, Programming, Computer Fundamentals, Data Communications and Electronics.

ACCESS TO COMPUTING & INFORMATION TECHNOLOGY

TWO YEARS

CONTACT

Jeff Mansfield
Telephone: 283263

Access courses are specially designed to prepare mature students for entry to degree, diploma and certificate courses in Higher Education. Validated by the University of Portsmouth, the Access certificate is recognised entry qualification to universities and colleges locally and throughout the UK.

The Highbury College Access to Computing and Information Technology course will give you a first class preparation for a Higher Education course and eventually a career in this exciting field.

Mature students over the age of 21 are invited to apply. Your previous qualifications and experience may gain credits and exemption from certain parts of the course.

ADMISSION REQUIREMENTS

There are no formal entry requirements. Acceptance is by interview at the college.

COURSE CONTENT

Computer Systems, Information Systems, Introduction to Programming, Business Applications, Quantitative Methods.

In addition you will study GCSE Maths and English.

ENGINEERING (ELECTRONICS)

BTEC INTERMEDIATE GNVQ

ONE YEAR

CONTACT

David Maynard-Hoare
Telephone: 283212

This new work related qualification is designed to offer a choice of routes both in education and into employment. It is part of the national framework of vocational qualifications.

The course is designed to provide students with a broad-based introduction to their chosen career and to help them progress to higher level qualifications, such as the BTEC Advanced GNVQs and A Levels or directly into work.

ADMISSION REQUIREMENTS

You need to be at least 16, but otherwise there are no formal entry requirements.

COURSE CONTENT

Engineering Materials and Processes, Graphical Communication in Engineering, Science and Mathematics for Engineering, Engineering in Society and the Environment, Electronic Principles and Applications, Engineering Measurement Systems.

ENGINEERING (ELECTRONICS)

**BTEC ADVANCED
GNVQ****TWO YEARS****CONTACT**

Mervyn O'Donnell

Telephone: 283212

This new work-related qualification is designed to offer a choice of routes into higher education and employment. It is part of the national framework of vocational qualifications. The course is designed to provide students with a broad-based introduction to their chosen career and help them progress to higher level qualifications, such as BTEC Higher Nationals and degrees, or directly into work.

ADMISSION REQUIREMENTS

You need to be at least 16 and have 4 GCSEs grade C or above, or appropriate First Diploma, Intermediate GNVQ or equivalent.

COURSE CONTENT

Engineering and Commercial Functions in Business, Engineering Systems, Engineering Processes, Engineering Materials, Design Development, Engineering in Society and the Environment, Science for Engineering, Mathematics for Engineering, Electronics, Computer Systems and Applications, Microelectronic Systems, Communications Engineering.

ELECTRONICS SERVICING

**CITY & GUILDS 2240
PART 1 CERTIFICATE****ONE YEAR****CONTACT**

Tony Parcell

Telephone: 283212

This course is designed for those who are interested in following a career in electronics, or who wish to make a career change into electronics but have little or no electrical background or experience. Teaching in a supportive and friendly environment leads to student self confidence and hence success.

ADMISSION REQUIREMENTS

Applications are welcome from all of those, who, in the opinion of the course tutor, are capable of benefiting from the course.

It is normally expected that prospective students are able to demonstrate a reasonable grasp of English Language and Mathematics at about GCSE grade E standard.

COURSE CONTENT

Electrical Principles, Electronic Systems, Electronic Competences.

INTEGRATED TRAINING COURSES

UP TO FORTY-SIX WEEKS**CONTACT**

Brian Scaddon

or

Bill Nixon

Telephone: 822571 ext 30

These courses are designed to form a part of approved training schemes within a sector of the engineering industry. These courses are run with the support of recognised training agencies and organisations like the Engineering Training

Authority (EnTra) and the Ministry of Defence (MOD). Students are given training at either craft or technician level which integrates practical skills with relevant further education. The scheme usually involves students taking further training by day or block release in subsequent years.

ADMISSION REQUIREMENTS

Applicants are normally employed within industry, however a few sponsored places may be available under certain schemes.

ENGINEERING ELECTRICAL/ELECTRONIC

**BTEC HIGHER
NATIONAL DIPLOMA****TWO YEARS****CONTACT**

John Scott

Telephone: 283212

This course is designed for those wishing to develop the skills needed for a wide range of careers in the Electrical and Electronic Engineering sectors of Industry.

Applicants are offered the benefits of combining academic study and practical experience, including work experience opportunities.

This balance of academic and practical experience creates the ideal combination to develop much sought after skills across a wide range of employment opportunities.

Teaching in small groups helps to maintain the supportive and friendly environment that leads to student self confidence and hence success.

This two-year, full-time course is structured to provide tutorial support and personal counselling throughout the programme.

This course is designed and administered by the University of Portsmouth, and offered jointly by the University and Highbury College.

ADMISSION REQUIREMENTS

Applications are welcome from all of those who are capable of benefiting from the course whether or not they possess the formal entry requirements. Applications are encouraged from candidates with disabilities, mature students and students from overseas. This is an equal opportunities programme.

Applicants seeking selection based on formal entry requirements should have attained the standards of a BTEC Certificate or Diploma.

Alternatively, five GCSEs at Grade C or above, including mathematics and a science subject, together with a relevant 'A' or 'AS' level pass, will meet the entry requirements.

COURSE CONTENT

Electrical and Electronic Principles, Mathematics, Electronics, Power Electronic Drives, Control Engineering, Microwave Techniques and Measurements, Telecommunications, Computers, Computer Aided Engineering, Materials, Dynamics and Manufacturing Methods, Business of Engineering, Presentation of Technical Information, Project.

ENGINEERING (MECHANICAL)

BTEC INTERMEDIATE GNVQ**ONE YEAR****CONTACT**

Paul Waterworth
Telephone: 283235

This new work related qualification is designed to offer a choice of routes both in education and into employment. It is part of the national framework of vocational qualifications.

The course is designed to provide students with a broad-based introduction to their chosen career and to help them progress to higher level qualifications, such as the BTEC Advanced GNVQs and 'A' Levels or directly into work.

ADMISSION REQUIREMENTS

You need to be at least 16, but otherwise there are no formal entry requirements.

COURSE CONTENT

Engineering Materials and Processes, Graphical Communication in Engineering, Science and Mathematics for Engineering, Engineering in Society and the Environment, Computers in Engineering, Engineering Technology.

ENGINEERING (MECHANICAL)

BTEC ADVANCED GNVQ**TWO YEARS****CONTACT**

Paul Waterworth
Telephone: 283235

This new work-related qualification is designed to offer a choice of routes into higher education and employment. It is part of the national framework of vocational qualifications.

The course is designed to provide students with a broad-based introduction to their chosen career and help them progress to higher level qualifications, such as the BTEC Higher Nationals and degrees, or directly into work.

ADMISSION REQUIREMENTS

You need to be at least 16 and have 4 GCSEs grade C or above, or appropriate First Diploma, Intermediate GNVQ or equivalent.

COURSE CONTENT

Engineering and Commercial Functions in Business, Engineering Systems, Engineering Processes, Engineering Materials, Design Development, Engineering in Society and the Environment, Science for Engineering, Mathematics for Engineering.

Plus a choice of 4 **optional units** from:

Computer Aided Design and Manufacture, Engineering Instrumentation and Control, Engineering Power Transmission, Further Mathematics, Mechanical Principles, Plant Technology.

ENGINEERING

INTERMEDIATE CRAFT COURSE**ONE YEAR****CONTACT**

Brian Ingham
Telephone: 283275

This course offers the students the opportunity to obtain an intermediate certificate in mechanical production engineering and a certificate in CNC Part programming and CAD.

This course allows the student to develop their skills as crafts persons.

ADMISSION REQUIREMENTS

Applicants should have completed an engineering foundation course or may be admitted at the discretion of the course Tutor.

COURSE CONTENT

C&G 228 Mechanical Production, Competence course, C&G 230 Part programming and Computer Aided Design Courses, plus Information Technology.

ENGINEERING FOUNDATION COURSE

ONE YEAR**CONTACT**

Steve Banks
Telephone: 283235

This course offers students the opportunity to gain a foundation for a career as a technician or craftsperson in the engineering industry. On successful completion of the course students may wish to further develop their skills by progressing to a higher level course.

ADMISSION REQUIREMENTS

Applicants should have completed a U.K. secondary education, or the equivalent and be able to demonstrate competence in the basic skills of literacy, numeracy and science.

COURSE CONTENT

Mathematics, Science, Engineering Fundamentals and Information Technology, leading to either a BTEC First Certificate in Engineering or a C & G 201 Basic Engineering Competences Certificate. The course also includes an engineering skills training programme leading to an NVQ at level 2

APPLICATIONS OF ENGINEERING & TECHNOLOGY

TWELVE WEEKS**CONTACT**

David Cox
Telephone: 283275

This course conforms to the professional training requirements of membership published by the Institution of Mechanical Engineers. It is designed to give engineering graduates or undergraduates training in workshop practice, electrical, electronic and mechanical assembly together with the associated academic study.

ADMISSION REQUIREMENTS

Applicants should be graduates or undergraduates and be employed or seeking employment within the engineering industry.

COURSE CONTENT

Engineering and Manufacturing Processes, Mechanical Assembly, Electrical Assembly, Electronic Assembly, Communications and Information Systems, Material Specifications and Design and Manufacture.

Highbury offers a full range of Learning Support Services which include:

THE LIBRARY AND STUDENT RESOURCE CENTRE

Location - A Block

These form the most important group of learning resources available to all students.

The library offers a wealth of information in a variety of formats:

Books – a wide, and constantly updated, loan stock to supplement class texts and notes together with an extensive Reference Collection.

Magazines & Periodicals – a collection of over 400 titles, from learned journals through to general interest magazines with a variety of indexes to encourage use.

CD ROM – a growing collection of items including The Times and The Guardian.

Electronic Information Services – including Prestel, Campus 2000 and the Teletext Services of Ceefax and Oracle.

Microform – back copies of newspapers and other material.

Audio and Video – playback facilities from Shorthand tapes to Shakespeare. Video includes access to TV Unit's stock.

EDUCATIONAL MEDIA SERVICES/TV UNIT

Location - T Block, 3rd floor

The Television Unit operates from its own multi-camera studio complete with editing suites. The unit provides students with College-wide closed circuit television and a video replay service. Commissions are also undertaken for producing training and promotional videos

THE ACADEMIC COMPUTING UNIT

Location - A Block

The unit provides a central service on an IBM AS/400 mid-range computer system with terminals linked by a College-wide network. The unit's team are also available to give consultancy and advice to over 400 other personal computer users throughout Highbury.

There are a variety of STUDY AREAS within the library allowing for both group work and silent study.

Above all, the staff are committed to providing students with the right information at the right time!

The Student Resource Centre, housed within the library, offers students a chance to use modern technology to enhance their work.

▲ IBM PS/2, Archimedes AppleMac computers provide word-processing, spreadsheets, databases, desktop publishing and access to the College-wide network.

▲ Electronic typewriters

▲ Photocopying, laminating and binding facilities.

Opening hours for the Library and Resource Centre

Term time:

Monday to Thursday
8.30 am - 9.00 pm

Friday 8.30 am - 6.00 pm

Vacation:

Monday to Thursday
9.00 am - 5.00 pm

Friday 9.00 am - 4.30 pm

ACCOMMODATION

Location - within the College Office, Administration Block A

Assistance is available Monday to Friday 9.30 am - 3.30 pm.
Tel. 0705 283226.

A list of self-catering accommodation is available from the Reception. For approved accommodation (meals provided) please ask to see the Accommodation Officer.

CAREERS ADVICE

Location - Administration Block B, Rooms 19, 20

Assistance available Monday to Friday during normal office hours.

Hampshire County Council's Careers Guidance Service maintains an office at Highbury. Advice is available on careers, higher and further education, and job hunting techniques. Students who are concerned about the relevance of their current course of study can seek advice here.

Many of the courses at Highbury have careers advice as part of their programme. A range of careers information is also available in the library.

COUNSELLING AND HELP

Location - Administration Block A

The College has a team of counsellors who are available to discuss confidentially any problem concerning you, including personal, emotional, academic or financial matters. This service operates on both the main campus and also at the Unicorn Centre. Information on the service is advertised throughout the College and appointments can be made directly by visiting the counselling room, or by telephoning extension 283 at the main campus or through course tutors and subject lecturers.

Course tutors are also available to discuss any concerns a student may have and are often a useful first point of contact.

REMEMBER IF YOU NEED HELP TELEPHONE 0705 283283

CHRISTIAN UNION

There is an established Christian Union which meets regularly. Everybody is welcome to join the lunchtime discussions.

SPORTS AND RECREATIONAL FACILITIES

Location

- Gymnasium and changing facilities - E block
- Multi-gym/fitness studio - situated in the workshop annexe opposite W Block

Each term a programme of recreational and sporting activities is planned, some on campus and some at local venues. The programme features tennis, badminton, squash, football, swimming and aerobics. Details are advertised throughout the College. You can also stay-fit by using Highbury's well equipped multi-gym and weights area. It is free to staff and students.

STUDENTS' UNION

Location - Refectory Block

The Students' Union exists to help you. From great deals on travel and insurance to discounts in many clubs and shops; a hectic social programme and friends to listen, that's the Students' Union! The Students' Union can be found in the Refectory Block. Facilities include a games room and an area devoted to quiet study.

NURSERY

Location - adjacent to the Highbury main campus.

Open from 8.30 am to 5.00 pm Monday to Thursday and 8.30am -4.30pm Friday during term time.

The Highbury Nursery is a caring and learning environment for students' children aged from 6 months to 5 years. Children are cared for by qualified staff who help your child to learn through play with water, paint, puzzles, music and books. Places can be booked on a weekly, sessional (up to 3 hours) or an hourly basis. Currently, weekly charges start at £30.00 for the first child, with the hourly rate being £1.50, but as charges are subject to change we suggest you contact the Nursery Supervisor for more information on 0705 283230.

MATCHING YOUR NEEDS

MATCHING YOUR NEEDS

Highbury is committed to providing educational and training opportunities for everyone regardless of age, ethnic background, disability, gender or first language.

MATURE STUDENTS

Highbury welcomes applications from mature students and in recent years an increasing number have chosen the College to continue their education and training. The College has a small team of Adult Careers Guidance Counsellors who can offer advice on new career starts and retraining. Our courses take into account, where possible, existing experience and qualifications providing a programme of education and training designed to meet your individual needs.

For more information contact one of our Adult Careers Guidance Counsellors on 0705 383131.

WOMEN STUDENTS

Highbury is keen to encourage applications from women for all of the courses run at the College. The College runs a five week 'Return to Work/Study' course for women who are unsure about how to develop their potential after a career break or period of unemployment.

For more information contact our Women's Courses Co-ordinator on 0705 383131.

OVERSEAS STUDENTS

Highbury welcomes a number of students from overseas every year. Requests for more information or application forms can be obtained from the College Office.

STUDENTS WITH SPECIAL LEARNING NEEDS

Every Faculty at Highbury has a Special Needs Advisor and students with special needs, including specific learning difficulties, should contact them to discuss their needs. When you apply for a course if you do have a special need it would help us if you could tick the appropriate box on the application form. Then in confidence there will be an opportunity to discuss individual needs during the interview, including any problems of access for students with physical disabilities.

A number of Foundation Course opportunities are available for students who have experienced difficulties in their learning.

For more information contact our Special Needs Co-ordinator on 0705 383131.

HOW TO APPLY

COMPLETING THE APPLICATION FORM

If you have decided on the course you wish to study at Highbury then just complete the application form at the back of this prospectus. If you require additional copies of the form then call us on 0705 283224 or 383131.

ASKING FOR MORE INFORMATION

If you are undecided about which course you are thinking of studying then you may like to ask for more information about a number of courses. There is a Business Reply card at the back of this prospectus for this purpose. Alternatively, you may wish to discuss various options with the Careers Officer at your school or you could telephone the College to make an appointment with either our Careers Advisors or a member of the Academic staff 0705 383131.

YOUR INTERVIEW

We interview all full-time students to ensure that we can offer the right programme of studies to match your needs.

On receipt of your application form, you will be invited to attend for an interview. This will give you an opportunity to talk to the Course Tutor about your personal and career aspirations. The tutor will also help you to plan your programme of studies to meet these goals. If you have a Record of Achievement (NROVA) please bring it to the interview.

OFFER OF A PLACE

You will receive written confirmation of the outcome of your interview. Sometimes the offer of a place on a particular course is made on condition that you achieve certain exam passes. If you do not obtain your expected results then please come along to enrol anyway. You will be able to discuss with the Course Tutor if you can still be accepted on your original course or find out if there are any alternative courses which would interest you.

TUITION FEES

Details of tuition fees are given in a separate leaflet available from the College Office. All tuition fees must be paid at enrolment. Applicants in receipt of an LEA Award, should bring a copy of the financial assessment letter, stating that all approved fees will be paid for you.

PAYMENT BY CREDIT CARD

The College accepts payment on Access or Visa credit cards.

REFUNDS

Tuition fees will not normally be refunded.

TAX RELIEF

Students who are enrolling on courses which lead to an NVQ or GNVQ at level 1 - 4, and who are paying their own fees, may be eligible for tax relief. If you think this applies to you, ask at enrolment.

HOW TO FIND US

BY TRAIN

The nearest station to Highbury's main campus is Cosham.

The nearest station to the Unicorn centre is Portsmouth & Southsea.

Both Stations are served by fast regular services throughout the network.

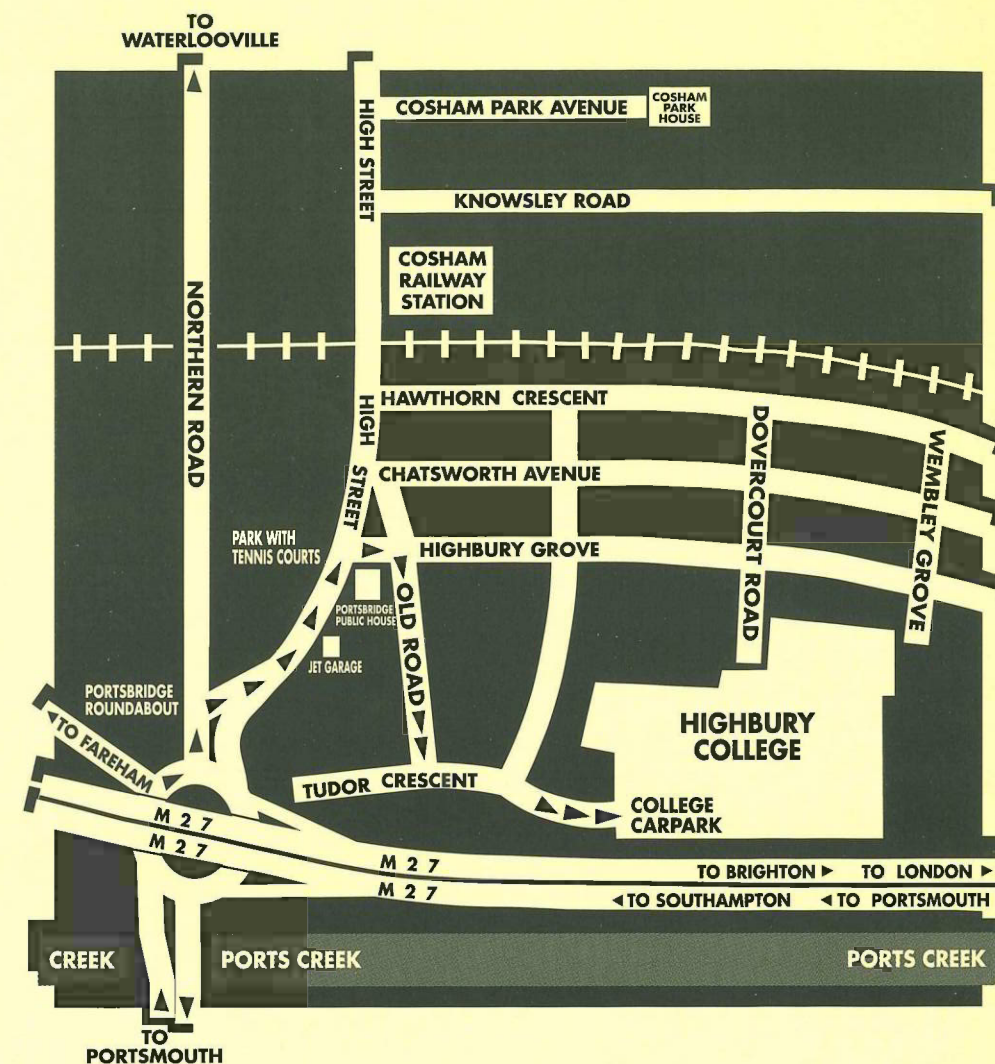
BY BUS

The following bus companies operate services in the vicinity of Highbury's main campus and the Unicorn Centre.

Peoples Provincial Bus Company
Telephone 0705 232208

Blue/Red Admiral Minibus Company
Telephone 0705 650967

Southdown Bus Company
Telephone 0705 498894



FOR MORE INFORMATION

I would like to apply for the course(s) shown below

Please send me more information and an application form. You may apply for more than one course if you wish.

Please send me more information on the courses listed below

Fill in your name and address below then cut out this page and send it to:
Highbury College, Portsmouth PO6 2SA.

Name -----
Address -----

Tel -----



HIGHBURY
COLLEGE

Highbury College Portsmouth PO6 2SA
Telephone 01705 383131
Fax 01705 325551